

APPENDIX D - Preparation Guidelines for Project Report (Highway Planting and Restoration)

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APPENDIX D - Preparation Guidelines for Project Report (Highway Planting and Restoration)

Use of Project Report (HP&R)

These guidelines and the accompanying outline are to be used in accordance with the procedures described in Chapter 29 of this manual. They satisfy the requirements for a Project Report for Highway Planting and Restoration (PR-HP&R) projects in the HB32 and HA25 programs respectively.

ITEM-BY-ITEM GUIDELINES FOR THE OUTLINE

Cover Sheet

All PR-HP&Rs must have a standard cover sheet to provide project identification information and signatures. Include the following information:

- Title

Indicate "Project Report (Highway Planting)" or "Project Report (Highway Planting Restoration)" as appropriate.
- District-County-Route, Kilometer Post (Post Mile) [Dist-Co-Rte, KP(PM)]

The Kilometer Post must be given to the nearest 0.1 km; if the project is 0.2 km or more in length, give both the beginning and ending Kilometer Posts. Post Miles should follow the Kilometer Posts if needed for continuity of file references or other reasons.
- Responsible Unit (RU)

The Unit Source Code of the licensed landscape architect in responsible charge of the technical features of the project.
- Expenditure Authorization (EA)

The multiphase EA, using the "0" phase for the project.
- Program Identification

The program codes as given in the programming document or the project scheduling plan indicating the kind of work involved; for example, OHC-HB32 or RAS-HA25. Refer to Chapter 4.

- On Route _____ From _____ To _____

A brief written description of the project limits, that corresponds to the Kilometer Posts given above and ties the limits to commonly known physical features on the ground that can be identified on available mapping.

- Vicinity Map

A small map showing the project limits consistent with the brief description and Kilometer Posts, plus a north arrow. For a person unfamiliar with the project, the map should be sufficient to locate the project at a glance. It should show the features used to identify the project limits: such as roads, streams, junctions or railroads, and the nearest town (unless too distant), plus a note indicating the direction-to and name-of the next town in each direction.

- Right of Way Statement

A statement signed by the District Division Chief Right of Way indicating the review of the right of way information contained in the PR-HP&R and the R/W data sheet attached to it, and a finding that the data is complete, current, and accurate.

- Recommended Approval

The recommendation for approval is signed by the Project Manager, the District Landscape Architect, and District Maintenance. It affirms that all landscaping, maintenance, and environmental concerns have been addressed.

- Approval

The approval of the PR-HP&R recommendations, signed and dated by the District Director or by a District Division Chief to whom that authority has been officially delegated. The date of signing becomes the official

Registered Landscape Architect's Stamp and Statement

The second page of the PR-HP&R requires the seal or stamp and signature of a licensed landscape architect who is the person in responsible charge. The sheet must include a statement indicating that the licensed landscape architect attests to the technical information contained herein and the data upon which recommendations, conclusions, and decisions are based. Approval of the PR-HP&R is a management decision and is separate from this technical signature of the person in responsible charge.

1. INTRODUCTION

Briefly describe the proposed project, including: — staging or portions, if applicable — gross length and area — types of work proposed, indicating the net

length and area for each type — estimated cost on January 1 of the current year — proposed fiscal year — source of financing — District Priority Number— CTC Category and Project Development Category — Federal Major Action or Categorical Exclusion

2. RECOMMENDATION

Give a recommendation for approval. If cooperative features are described, recommend that the cooperative features be approved and a Cooperative Agreement be negotiated.

3. BACKGROUND

A. Dates of Highway Construction & Previous Planting Work

B. Project History

Discuss how the project came about and the effort already expended.

C. Existing Facility

Describe existing vegetation, irrigation facilities, and other landscaping features, including those in the adjacent sections of highway. Discuss median and roadside widths, slopes, and drainage conditions. Cover what utility sources are available, particularly potable water, nonpotable water, and electrical power, and whether there are water line crossovers or conduits in structures and under the pavement.

D. Project Study Report (PSR) Data Sheet Consistency

Describe deviations from the PSR Data Sheet and refer to the attached PSR Data Sheet.

E. Issues

F. Commitments

Address environmental, Caltrans, and political commitments.

4. NEED AND PURPOSE

A. Deficiencies

Identify deficiencies in the existing facility, including functional, safety, aesthetic, environmental, and water conservation issues.

B. Water Consumption

Project the current water consumption costs and potential savings to be derived from the proposed project. Include water capacity fee, per hectare.

C. Maintenance

Project the current maintenance costs and potential savings to be derived from the proposed project.

Discuss how the proposed design concept will help achieve the chemical reduction goal in Caltrans' Vegetation Control Program as described in Deputy Directive DD 03/04-02. This program has a goal to reduce the use of herbicides by 50% by the year 2000 and by 80% by the year 2012.

D. Paybacks

For rehabilitation projects only, payback must be 12 years or less. It must be calculated by subtracting the following items from the total project cost: hazard reduction, safety items, water assessment fees, reclaimed water transmission / supply lines, and remote irrigation control systems (RICS) when applicable. Applicable payback items are those that do not relate to hazard reduction or safety.

5. ALTERNATIVES

A. Proposal

Refer to the attached Preliminary Design Plan. Provide a description of proposed planting or planting restoration work, including how it solves deficiencies. Discuss design impacts and issues.

- Describe plant types, how used, length of plant establishment period, etc.
- Describe watering requirements, proposed irrigation, etc.
- Describe other proposed improvements: crossovers, gates, maintenance vehicle pullouts, walks, maintenance buildings, inert materials, earth mounding, drainage improvements, slope paving, etc.

B. Design for Safety Considerations

Describe proposed design for safety considerations including, but not limited to, the following: — replacement of aged and deteriorated plants — upgrading the irrigation systems from manual operation to automatic — conversion of quick coupling valves to permanent fixed head — grouping and relocating valve and supply lines away from the traveled way — constructing maintenance access roads — providing maintenance vehicle pullouts away from the traveled way — installation of new access gates next to frontage roads or city streets — conversion to reclaimed water and remote irrigation control systems — and use of inert material or mulch and soil stabilization materials to minimize vegetation control spraying.

C. Nonstandard Features

Describe any features that are exceptions to planting policies described in Chapter 29, Section 2, Article 1.

If nonstandard mandatory or advisory design features are involved, discuss any exceptions requested. Provide the date of approval for all exceptions to Mandatory and Advisory Design Standards in the *Highway Design Manual*.

D. Estimate

Provide a construction estimate as of January 1st of the current year, with a 20% contingency factor in a PR-HP&R.

6. CONSIDERATIONS REQUIRING DISCUSSION

The following items must be discussed:

A. Hazardous Waste

B. Value Analysis

C. Resource Conservation

- Energy and other nonrenewable resources

Include reuse and salvage of existing highway facilities that otherwise would be removed or abandoned.

- Water conservation

Provide a comprehensive analysis of the feasibility of using nonpotable water for irrigation, including: — source — quality — cost justification (as an attachment) — suitability for proposed planting — availability, reliability, and quantity — unusual health or environmental considerations — future implications or operational problems — impact on adjacent or nearby planting projects — cooperation with other potential users — other considerations.

- Water management

When a Remote Irrigation Control System (RICS) or automated irrigation sprinkler system is proposed, discuss the recommended water management practices that will be used to operate the new system, utilizing existing maintenance resources. Include an analysis to show how the proposed irrigation system will fit into the district's overall automatic irrigation management plan. Discuss whether the district has the expertise to manage and operate the new system; if training is required, discuss how this will be accomplished.

D. Right of Way

Provide a general description of the right of way requirements. Reference the R/W Data Sheet, (See Appendix JJ for an example) which should be an attachment to the PR-HP&R. Describe any right of way issues that influence the design of the project.

E. Environmental Issues

- For projects Statutorily Exempt from CEQA, the following statement must be included:

The project is Statutorily Exempt from CEQA.

- For projects Categorically Exempt from CEQA, the following statement must be included:

The project is Categorically Exempt under Class *(identify class)* of the State CEQA guidelines.

- When appropriate, the following statement should be included:

The project is Categorically Excluded under NEPA.

- Before approving a PR-HP&R containing a CE statement, the individual having authority to approve the project must have the signed CE Form in-hand (signed by the Environmental Unit Branch Chief and the functional unit Branch Chief), when required, and must review the project (1) to be certain that there have been no changes that affect the exemption determination and (2) to verify that the project descriptions on the CE Form and in the PR correspond to each other. If there is any question, the Environmental Unit Branch Chief must be consulted. The CE Form, when required, must be attached to the PR-HP&R. The *Environmental Handbook* (Chapter 2, Exhibits 4 and 6) identifies the types of projects that require a Categorical Exemption/Exclusion form and also describes how the form is used.

7. OTHER CONSIDERATIONS AS APPROPRIATE

Discuss the following items as appropriate:

- Permits and Other Approvals
- Consistency With Other Planning
- Railroad Involvement
- Cooperative Agreements

Describe cooperative features, participants and responsibilities.

- National Pollutant Discharge Elimination System (NPDES) permit requirements

8. PROGRAMMING

Discuss current programming and changes required, such as project cost estimate changes, fiscal year of programming, etc. Discuss scheduling or processing requests, such as advancements, postponements, combining projects, splitting projects, cost changes, projects funded by the parent project, etc.

9. REVIEWS

Identify reviewers and discuss the results of their reviews, including: District Landscape Architect, Project Manager, Environmental Unit representative, District Maintenance representative, District Landscape Architecture Coordinator, etc. Note any disagreements and how they were resolved; if they were not resolved, request a resolution in the "Recommendation".

In addition, report the outcome, location, and date of any community reviews, local government reviews, concept reviews, etc.

Indicate the type of federal involvement, i.e. exempt, certification acceptance, or project by project.

10. PROJECT PERSONNEL

List the name and phone numbers (CALNET and public) for the Project Development Team leader, Project Manager, Project Landscape Architect, District Landscape Architect, Project Development supervisor and senior, Environmental Unit supervisor, R/W reviewer, District Maintenance representative, etc.

11. LIST OF ATTACHMENTS

All attachments should be legible, clearly labeled, and folded with the binding on the left. The following attachments must be included with the PR-HP&R:

- Preliminary Design Plan
- Concept approval letter
- Appropriate environmental documentation, as outlined above
- R/W Data Sheet
- Aerial Photographs
- Draft Cooperative Agreement (if applicable)
- Correspondence, minutes, and other supporting data
- Cost justification for use of nonpotable water
- PSR Data Sheet



Dist - Co - Rte, KP(PM)
RU - EA
Program

PROJECT REPORT (Highway Planting & Restoration)

Vicinity Map

Show:

- Project limits
- North Arrow

On Route _____

From _____

To _____

I have reviewed the right of way information contained in this Project Report (Highway Planting & Restoration) and the R/W Data Sheet attached hereto, and find the data to be complete, current, and accurate:

DISTRICT DIVISION CHIEF – RIGHT OF WAY

APPROVAL RECOMMENDED:

PROJECT MANAGER

DISTRICT LANDSCAPE ARCHITECT

DISTRICT MAINTENANCE

APPROVED:

DISTRICT DIRECTOR

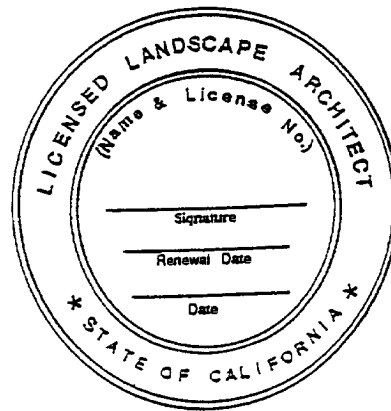
DATE

Dist - Co - Rte, KP(PM)

This Project Report (Highway Planting and Restoration) has been prepared under the direction of the following licensed landscape architect. The licensed landscape architect attests to the technical information contained herein and the data upon which recommendations, conclusions, and decisions are based.

LICENSED LANDSCAPE ARCHITECT

DATE



Outline For PROJECT REPORT (Highway Planting & Restoration) (Preliminary Design Phase)

1. INTRODUCTION
2. RECOMMENDATION
3. BACKGROUND
 - A. Dates of Highway Construction
 - B. Project History
 - C. Existing facility
 - D. PSR Data Sheet Consistency
 - E. Issues
 - F. Commitments
4. NEED and PURPOSE
 - A. Deficiencies
 - B. Water Consumption
 - C. Maintenance
 - D. Paybacks
5. PROPOSAL
 - A. Proposal and Alternatives
 - B. Design for Safety Considerations Preliminary Design Plan
 - C. Nonstandard Design Features
 - D. Estimate
 - E. Impacts/Issues
6. CONSIDERATIONS REQUIRING DISCUSSION
 - A. Hazardous Waste
 - B. Value Analysis
 - C. Resource Conservation
 - D. Right of Way
 - E. Environmental Issues
7. OTHER CONSIDERATIONS AS APPROPRIATE
 - Permits and Other Approvals
 - Consistency With Other Planning
 - Railroad Involvement
 - Cooperative Agreements
 - National Pollutant Discharge Elimination System (NPDES) permit requirements
8. PROGRAMMING
9. REVIEWS
10. PROJECT PERSONNEL
11. LIST OF ATTACHMENTS